



Asia Masters Center

Modern Methods In Human Resource Management H.R.M



**Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street,
55100 Kuala Lumpur, Malaysia. | Tel: +60327326992 | Mobile: +601 8909 0379 | Fax: +60327326992
Website: <http://www.asiamasters.org/> | Email: info@asia-masters.com**



Asia Masters Center

Modern Methods In Human Resource Management H.R.M

Course Objective

- List the main functions in Human Resources Management (HRM)
- Defend the new roles of modern HRM
- Apply the functions of recruitment and selection and follow the main steps in attracting and hiring qualified candidates
- Describe the different steps in the training and development cycle
- Explain the roles and responsibilities of HRM in designing and implementing a performance management system
- Demonstrate understanding of a complete compensation management system

Target Audience

- HR professionals or those who are about to start a career in HR. The course is also beneficial for experienced officers and managers in HR who wish to update their knowledge and skills about the latest techniques in the various human resources functions.



Course Outline

- Human Resources Management (HRM)
- Definitions and objectives of HRM
- The main functions in HR
- Characteristics of effective HR management
- HR new roles: HR as business partner
- Examples of HR organization charts
- Competency based HRM
- Overview of competency theory
- Types of competencies
- The importance of competencies
- Sample competency frameworks
- Recruitment and selection
- Recruitment versus selection
- Defining requirements and attracting qualified candidates
- Latest trends in sourcing channels
- Types of assessment
- Reliability of assessment methodologies
- Types of interviews
- Competency based interview structure
- The selection decision
- Training and development
- Identification of training needs
- Design and delivery of training
- Developing and evaluating relevant training objectives
- Training matrixes
- Effectiveness of delivery methods: the international benchmarks
- Evaluation of training effectiveness
- Performance management



Asia Masters Center

- The performance management cycle
- The main components of performance management
- Performance management versus performance appraisal
- Management by objectives
- Setting up a competency based performance management system
- Talent management and succession planning
- Compensation and benefits
- Job analysis
- Components of a compensation and benefits system
- A total compensation management system
- Job evaluation: guaranteeing 'internal consistency'
- The Meirc factor points system for evaluating jobs
- Salary surveys: guaranteeing 'external consistency'
- Forces impacting compensation and benefits
- Careers in HR
- Generalist or specialist: advantages and disadvantages
- Academic qualification versus professional certification



Asia Masters Center

➤ The Feature Of Asia Master Training And Development Center

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ The Cost Of The Training Program Includes The Following:

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



Asia Masters Center

Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null